Doctoral Human Resources Database User's Manual

CONTENTS

1．ACCESSING THE DOCTOR DATABASE WEBSITE

PROCEDURE

（1）　　Access

Use a web browser to access the Doctor Database.
Enter in https://hr.nistep.go.jp into the web browser. Basic Authentication is used at the current time, so entering this URL will cause a window to pop up prompting you to enter in the authentication password. Enter in your [ユーザー名 (User Name)] and [パスワード (Password)] to be informed separately.
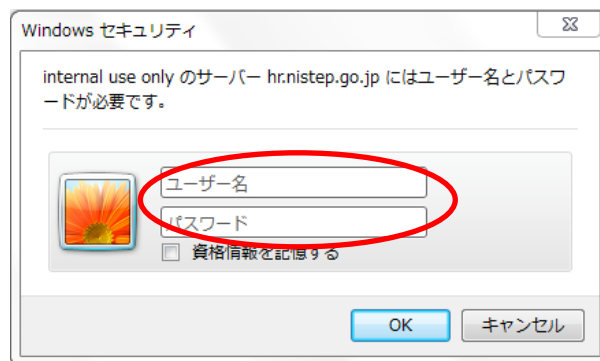
（Confirmation screen when using Internet Explorer）
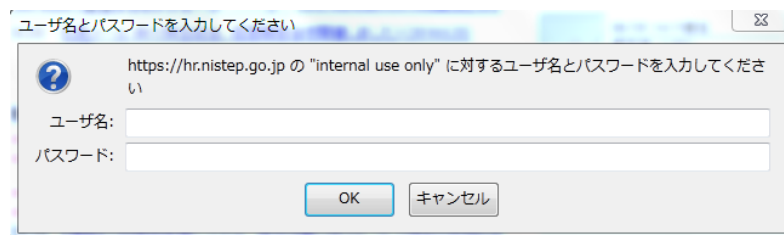
（Confirmation screen when using Firefox）

2. LOGGING IN/OUT OF THE DOCTOR DATABASE

This section describes the process used to log into and out of the Doctor Database.

PROCEDURE

（1）　　　Change language

Click <言語の選択 (Change language)> at the lower left on the screen and select <English>.
This will change the language of the website to English.

（2）　Login

Click <User Login> on the top right of the screen to log into the Doctor Database.

UserLogin

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National Institute of Science and Technology Policy

① Select login method

Clicking <User Login> will bring up a window requesting you to enter your ID and password.
Check the <Login by ID>.

Login:: ⊗
E-mail address／ID
[   ]
Password
[   ]
○ Login by E-mail address
◉ Login by ID
   Login   Cancel
          Forgot your Password?

② Enter your ID and password

Login:: ⊗
E-mail address／ID
[   ]
Password
[   ]
○ Login by E-mail address
◉ Login by ID
   Login   Cancel
          Forgot your Password?

③ Click the <Login> button

After entering your ID and password, click the <Login> button.

(3) Logout

Click <Logout> on the top right of the screen to log out of the Doctor Database.

SPECIAL NOTES

- Cancelling the login process
  Click the <Cancel> button when you do not wish to log into the Doctor Database.
- Reissuing passwords
  If you have forgotten your password, click <Forgot your Password> on the login screen.
  The procedure to reissue a new password will be sent to the e-mail address registered in member information. Reissue a new password by following the instructions included in this e-mail.

3. ACTIVATION

You will need to complete the activation process for the Doctor Database when logging in for the first time.

PROCEDURE

Activation is performed on the Activation screen that displays after logging in.

（1）　Access the Doctor Database URL and log in

①　Access the Doctor Database URL

②　Click the [Login] link on the top right of the screen, enter your ID and password and click the <Login> button

③　The Activation screen will be displayed

（2）　　Enter your e-mail address and agree to the terms of use

①　Enter your e-mail address and agree to the terms of use

②　The E-mail Sent screen will be displayed

（3）　　Completing the activation process

①　Click on the URL found in the activation key notification e-mail sent to the e-mail address you entered

②　You will be sent to the My Portal screen (this completes the activation process)

SPECIAL NOTES
● Contact the administrator if an error occurs.

4. ENTERING BASIC INFORMATION

After completing the activation process, next doctoral course students and graduates are to register basic information about themselves.
This section explains this procedure.

PROCEDURE

Members can enter in basic information about themselves on the My Portal screen that displays after logging in.

The Basic Information Entry screen will be displayed on the My Portal screen as shown below.
(*In some instances information already registered by the university will differ with that on the screen)

（1）　　Enter in basic information

　　①　Display the Edit Basic Information screen

　　　　Click the <Edit> button inside the Doctor Database on the My Portal screen to edit basic information.

② Click the <Basic Information> tab on the top left

*As basic information will already be displayed when clicking <Edit>, this step normally will not be required.

③ Enter in relevant data in the format required for the field

Fields with an asterisk (*) mark are required items.

④ Register the entry results

Click the <OK> button on the bottom of the screen to confirm and send entries.

SPECIAL NOTES
- Make sure to click the <OK> button for each screen after entries are made as any basic information entered will not be reflected when transitioning to other tabs when the <OK> button has not been clicked.
- Click the <Cancel> button to remove entered content during the editing process.

5. ENTERING COURSE ENROLLMENT INFORMATION

Next doctoral course students and graduates are to register course enrollment information about themselves.
This section explains this procedure.

PROCEDURE

Members can enter in course enrollment information about themselves on the My Portal screen that displays after logging in.
The Course Enrollment Information Entry screen will be displayed on the My Portal screen as shown below.
(*In some instances information already registered by the university will differ with that on the screen)

（1）　　　Entering course enrollment information

①　　Display the Course Enrollment Information Entry screen

Click the <Edit> button inside the Doctor Database on the My Portal screen to edit course and current status information.

② Click the <During Doctoral Course> tab on the top left

③ Enter in relevant data in the format required for the field

Fields with an asterisk (*) mark are required items.

④ Enter <Educational background before doctoral course> details

Clicking the<Add educational background information> button displays the Enter Educational History screen as a popup. Field entries and selected fields can be changed by changing the Educational History option selected.

Enter in relevant data in the format required for the field. Fields with an asterisk (*) mark are required items.

Clicking the <Add> button will list the educational history entered on the Course Enrollment Information Entry screen. Click the <Cancel> button to close the popup screen.

⑤ Enter [Work experience before doctoral course]

Clicking the <Add work experience information> button displays the Enter Work History screen as a popup.

Enter in relevant data in the format required for the field. Fields with an asterisk (*) mark are required items.

Clicking the <Add> button will list the work history entered on the Course Enrollment Information Entry screen. Click the <Cancel> button to close the popup screen.

⑥ Register the entry results

Click the <OK> button on the bottom of the screen to confirm and register entries.

SPECIAL NOTES

- Make sure to click the <OK> button for each screen after entries are made as any course enrollment information entered will not be reflected when transitioning to other tabs when the <OK> button has not been clicked
- Click the <Cancel> button to remove entered content during the editing process

6. ENTERING COURSE COMPLETION INFORMATION

Next doctoral course students and graduates are to register course completion information about themselves.

This section explains this procedure.

PROCEDURE

（1） Entering course completion information

① Click the <Edit> button inside the Doctor Database on the My Portal screen to modify the Course Completion Entry screen.

② Click the <After graduation> tab, the third from the top left

③ Enter in relevant data in the format required for the field.

Fields with an asterisk (*) mark are required items.

④ Enter in [Overseas research activities]

Select whether you have/do not have overseas research experience. An Overseas Research Activity Experience popup screen will display when clicking the<Add overseas research activities information> button shown when selecting that you have such experience.

Enter in relevant data in the format required for the field. Fields with an asterisk (*) mark are required items.

Clicking the <Add> button will list the overseas research activity experience entered on the Course Completion Entry screen.

Add overseas research activities information ⊗

Column with "*" is mandatory.

Activity period*	Less than one month ▼
Type of organization*	Universities and college ▼
	National university (in J ▼
Location of organization*	Japan ▼
	Hokkaido ▼
Name of organization*	

Add   Cancel

⑤ Enter in [Internship experience]

Select whether you have/do not have internship experience. An Internship Experience popup screen will display when clicking the<Add internship experience information> button shown when selecting that you have such experience.

Enter in relevant data in the format required for the field. Fields with an asterisk (*) mark are required items.

Clicking the <Add> button will list the internship experience entered on the Course Completion Entry screen.

Add internship experience ⊗

Column with "*" is mandatory.

Internship period*	less than two weeks ▼
Type of organization*	Universities and college ▼
	National university (in J ▼
Location of organization*	Japan ▼
	Hokkaido ▼
Name of organization*	

Add   Cancel

⑥ Enter the <Career information>

Select your course in the course information selection section. Field entries and selected fields will change depending on the selections made.

Enter in relevant data in the format required for the field. Fields with an asterisk (*) mark are required items.

⑦ Register the entry results

Click the <Add> button on the bottom of the screen to confirm and register entries.

SPECIAL NOTES
● Make sure to click the <Add> button for each screen after entries are made as any course completion information entered will not be reflected when transitioning to other tabs when the <OK> button has not been clicked.
● Click the <Cancel> button to remove entered content during the editing process.

7. POST-STUDIES COURSE ENTRY

Next graduates of doctoral courses are to register post-studies course information.
This section explains this procedure.

PROCEDURE

（1） Entering post-studies course information

① Click the <Edit> button inside the Doctor Database on the My Portal screen to edit the Post-Studies Course Entry screen
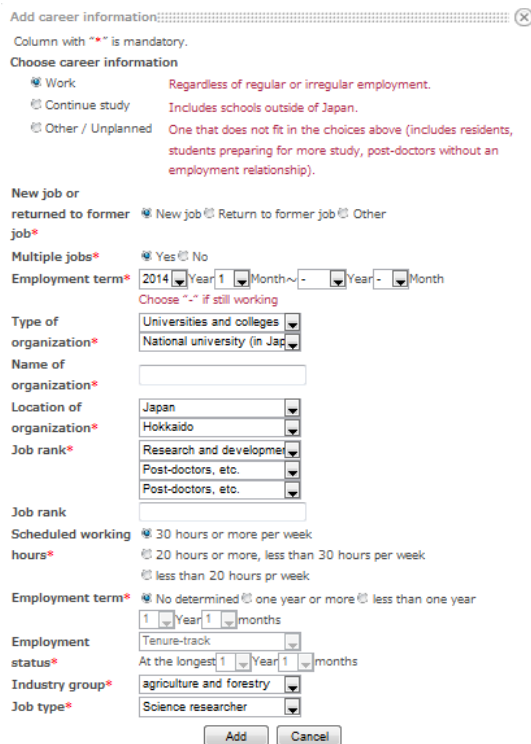

② Click the <Career after graduation> tab, the fourth from the top left

③ Enter in <Career information>

Clicking the<Add career information> button displays the Enter Course Information screen as a popup. Field entries and selected fields will change depending on the selected course information fields.

Enter in relevant data in the format required for the field. Fields with an asterisk (*) mark are required items.

④　Register the entry results

Click the <Add> button on the bottom of the screen to confirm and register entries.

SPECIAL NOTES
- Make sure to click the <Add> button for each screen after entries are made as any course information entered will not be reflected when transitioning to other tabs when the <Add> button has not been clicked
- Click the <Cancel> button to remove entered content during the editing process

8. VIEWING/EDITING MEMBER INFORMATION

Doctoral course students and graduates can confirm or modify any basic information, course enrollment information, or post-studies course information they have entered.
This section explains this procedure.

PROCEDURE

Members can view and edit member information on the My Portal screen which displays after logging in.

The basic information entered will be displayed on the My Portal screen as shown below.

（1）　　　Viewing/editing basic information

　①　　Display the Edit Basic Information screen
　　　Click the <Edit> button inside the Doctor Database on the My Portal screen to edit basic information.

　②　　Click the <Basic Information> tab on the top left
　　　*As basic information will already be displayed when clicking <Edit>, this step normally will not be required.

　③　　Enter in relevant data in the format required for the field
　　　Use the same data entry procedure as that for basic information

　④　　Register the entry results
　　　Click the <OK> button on the bottom of the screen to confirm and send entries.

（2）　Viewing/editing course enrollment information

①　Display the Edit Course Enrollment Information screen
　Click the <Edit> button inside the Doctor Database on the My Portal screen.

②　Click the <During doctoral course> tab on the top left
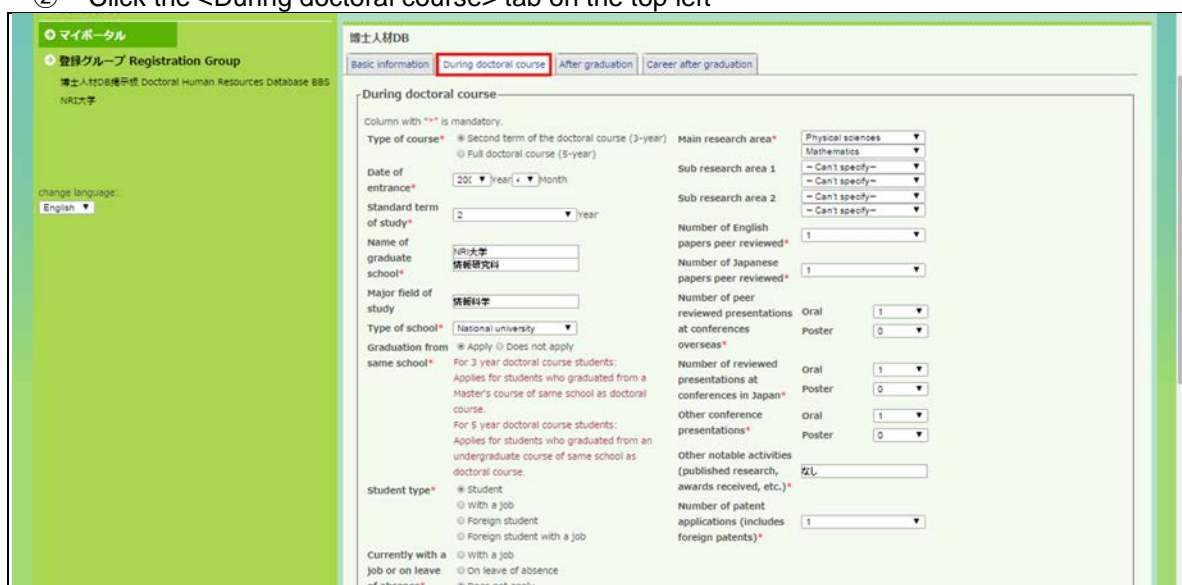
③　Enter in relevant data in the format required for the field
Use the same data entry procedure as that for other screens

④　Register the entry results
Click the <Add> button on the bottom of the screen to confirm and register entries.

（3）　Viewing/editing the Edit Course Completion Information screen

　①　Display course completion information
　　　Click the <Edit> button inside the Doctor Database on the My Portal screen.

　②　Click the <After graduation> tab on the top left
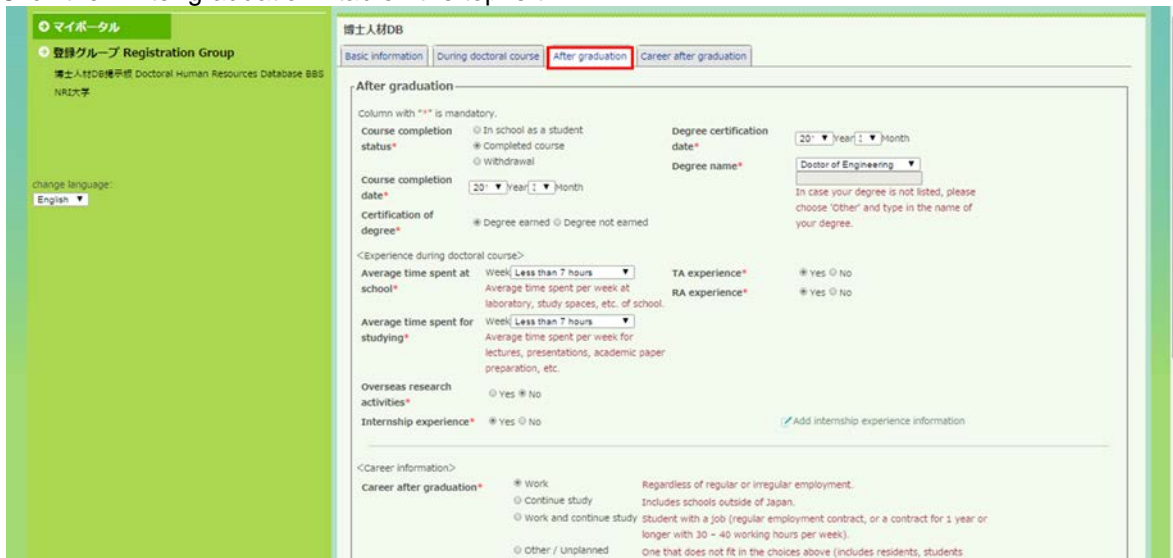
　③　Enter in relevant data in the format required for the field
　　　Use the same data entry procedure as that for other screens

　④　Register the entry results
　　　Click the <Add> button on the bottom of the screen to confirm and register entries.

（4）　　Viewing/editing the Edit Post-Studies Course Information screen

① Display the post-studies course
Click the <Edit> button inside the Doctor Database on the My Portal screen.

② Click the <Career after graduation> tab on the top left

③ Click the <Add career information> link

④ The Course Information Registration screen will be displayed when clicking the <Add Course Information> link. Enter in relevant data in the format required

⑤ Register the entry results

SPECIAL NOTES

- Registering information for each screen cannot be done all at once. Click the <Add> button for each screen to register the information on the screen.

9．ANSWERING QUESTIONNAIRES

This section covers the method used to answer questionnaires requested by the Ministry of Education, Culture, Sports, Science and Technology or university bodies.

PROCEDURE

All members will be informed of requests from various related parties to answer questionnaires with a notification under <新着情報 (New Information)> on the My Portal screen after logging in.

（1） Display the Questionnaire screen

Click the link to the questionnaire displayed on My Portal.

（2）　　Answering the questionnaire and confirming answers
　　①　Answer the questionnaire
　　　　The following answer formats are used for questionnaires.
　　　　● Either-or choices
　　　　　Choose one of the options when responding.
　　　　● Multiple choice
　　　　　Select multiple answers when responding.
　　　　● Written format
　　　　　Answer the question freely in text form.

アンケート

NSTEP大学職業意識調査

質問1：
新規質問001

　○選択肢A　○選択肢B　○選択肢C

質問2：
新規質問002

　□選択肢A　□選択肢B　□選択肢C　□選択肢D

質問3：
新規質問003

　　　　　　　　　　　　　　　　　　　　　　　回答する

②　Confirming and correcting questionnaire answers
　　Click the <回答する (Respond)> button when all answers are complete.
　　A Confirmation screen containing the content of your answers will be displayed when the <回答する (Respond)> button is clicked.
　　Check the content of the answers displayed.

アンケート

NSTEP大学職業意識調査

以下の内容でよろしければ[確定する]ボタンを押して、
回答を確定させてください。

質問1：
新規質問001

　○選択肢A　○選択肢B　◉選択肢C

質問2：
新規質問002

　□選択肢A　□選択肢B　□選択肢C　☑選択肢D

質問3：
新規質問003

　自由記述

　　　　　　　　　　　　　　　　　　<<戻る　　確定する

If any responses have been made in error, or if anything has been left out, click the <戻る (Return)> button to return to the Questionnaire Response screen.

(3)   Confirm questionnaire responses

Once you have confirmed the content of all answers on the questionnaire Confirmation screen, click the <確定する (Confirm)> button.

- You can view your answers by clicking <結果を見る (View Results)>
- Clicking <集計結果を見る (View Total Results)> for questionnaires where aggregate results are available for viewing will enable you to view the total results for answers made as of the moment this was clicked.

SPECIAL NOTES
● Questionnaires are considered to have been responded to when the Questionnaire Confirmation Complete screen displays instead of the Questionnaire screen when clicking the link to the questionnaire from the New Information section.